

West Pottawattamie 4-H Youth Committee

Policies and Guidelines

Mission Statement / Purpose –

The Youth Committee is a volunteer group, comprised of both adults and youth, established to support the Extension staff in promoting the interests of 4-H members and their families at the local level, assist staff in planning programs to meet those interests and needs, and develop policy governing 4-H in West Pottawattamie County.

1. MEMBERSHIP / TERMS OF SERVICE:

- a. Adult and youth members (9-12th grade) must submit a nomination form to the Extension Office by October 1. YC volunteer list approved by Extension Council in January. Adult members will have to submit a background check every three years.
- b. Terms will be one year appointment for both Youth Committee and County Council members.
- c. Term begins in October and runs until September.
- d. Officer nominations are held in November with the elections held in December. Officer positions include chairperson, vice chair, and secretary.
- e. Adult members must attend 50% of the regularly scheduled meetings/events to be considered a Youth Committee or County Council member in good standing with voting rights and be on the YC/CC roster. Regular meetings are held the first Thursdays of the month at 6:30 p.m. (unless otherwise noted). Members who are unable to attend 50% of the meetings may still serve as a screened volunteer, but will not have voting/policy making rights within the group.
- f. Members who will be absent must notify the Extension Office (by phone, email) prior to the meeting date.

2. VOLUNTEER RESPONSIBILITIES:

- a. Determine the needs and interests of all youth and volunteers. Analyze 4-H participation (club, special interest) and decide requirements of participation.
- b. Develop and implement strategies to recruit youth and volunteers.
- c. Be knowledgeable of State 4-H policies and participation guidelines.
- d. Assist in public relations (attend first year family dinners, awards program, livestock weigh-ins, fair, FSQA testing/workshops, volunteer appreciation dinner, recruitment events, etc.).
- e. Evaluate record books and establish award criteria (help determine award/recognition system).

I understand my responsibilities as a West Pottawattamie Youth Committee and County Council member. I understand that I am responsible to attend 50% of the meetings and/or events to be a voting member in good standing.

Signed

Date

Calendar of Responsibilities:

Meetings are held the first Thursday of the month at the West Pottawattamie County Extension Office at 6:30 p.m. Members are notified if the meeting date will change. Schedule is tentative and subject to change with each new calendar year-this is just a reference.

- January – New volunteer leader training / annual leader training
- February – Youth Committee/County Council meeting
Project workshop planning
- March – Youth Committee/County Council meeting
YQCA training – testing and workshops
Project workshops
- April – Youth Committee/County Council meeting
YQCA training – testing and workshops
Sheep and Goat weigh in
Fair Superintendent Pre-Fair Meeting
- May – Youth Committee/County Council meeting
- June - Youth Committee/County Council meeting
First year 4-H family event (#2)
New family fair help nights
Project workshops
- July - Youth Committee/County Council meeting
Westfair clean up day
Westfair responsibilities – 4-H Office, livestock shows, weigh-ins, etc.
- August - No regular meeting – no activities
- September - Youth Committee/County Council meeting
Post fair meeting / Volunteer appreciation dinner
- October - RECORD BOOK JUDGING – first week of October
4-H Recruitment Activity / National 4-H Week
New Youth Committee Applications Due (October 1)
- November - Youth Committee Meeting / Commission Reports
Record Book Awards Banquet
Officer nominations
Scholarship donor letters
- December - Youth Committee Meeting / Commission Reports
Beef weigh-in

Adopted January 2018

Effective October 1, 2018

